

## INSTRUCTIONS FOR ANSWER AND COUNTERCLAIM TO COMPLAINT FOR DIVORCE with CHILDREN

### 1. What forms do I need to fill out when filing an Answer or Counterclaim to Complaint for Divorce with Children? (Use this as your checklist.)

#### REQUIRED

- ☐ **Answer and Counterclaim to Complaint for Divorce With Children**, [DR-832](https://ak-courts.info/dr832), [ak-courts.info/dr832](https://ak-courts.info/dr832)
- ☐ **Child Custody Jurisdiction Affidavit**, [DR-150](https://ak-courts.info/dr150), [ak-courts.info/dr150](https://ak-courts.info/dr150)
- ☐ **Child Support Guidelines Affidavit**, [DR-305](https://ak-courts.info/dr305), [ak-courts.info/dr305](https://ak-courts.info/dr305)
- ☐ **Information Sheet**, [DR-314](https://ak-courts.info/314), [ak-courts.info/314](https://ak-courts.info/314)

#### OPTIONAL (depending on your situation)

- ☐ If you do **not** use TrueFiling: **Case Description Form**, [CIV-125S](https://ak-courts.info/civ125s), [ak-courts.info/civ125s](https://ak-courts.info/civ125s)
- ☐ If shared custody: **Shared Custody Child Support calculation** [DR-306](https://ak-courts.info/dr306), [ak-courts.info/dr306](https://ak-courts.info/dr306)
- ☐ If divided custody: **Divided Custody Child Support Calculation**, [DR-307](https://ak-courts.info/dr307), [ak-courts.info/dr307](https://ak-courts.info/dr307)
- ☐ If hybrid custody: **Hybrid Custody Child Support Calculation**, [DR-308](https://ak-courts.info/dr308), [ak-courts.info/dr308](https://ak-courts.info/dr308)
- ☐ **Application for CSED Services**, [DR-315](https://ak-courts.info/dr315), [ak-courts.info/dr315](https://ak-courts.info/dr315)

### 2. How do I fill out the Answer and Counterclaim to Complaint for Divorce with Children?

The Answer and Counterclaim is your response to the Complaint. The Answer tells the court which parts of the Complaint you agree with and which parts you disagree with, and allows you to tell the judge if you think the Alaska court does not have the authority to decide your case, called [jurisdiction](https://ak-courts.info/cusjurs), [ak-courts.info/cusjurs](https://ak-courts.info/cusjurs). It also includes a counterclaim section where you can tell the judge what you want to happen in your case.

### 3. How do I fill out the Child Support Guidelines Affidavit & Child Custody Jurisdiction Affidavit?

- Answer each question completely. See [How to Fill out the Child Support Guidelines Affidavit](https://ak-courts.info/dr305howto), [ak-courts.info/dr305howto](https://ak-courts.info/dr305howto).
- The Child Support Guidelines Affidavit requires that you include your most recent tax return, 3 pay stubs, and documents that show information about any deductions you want to claim.
- You must sign these forms **in front of a notary public**. A court clerk can provide this notary service for you for free if you bring the documents to court. Bring a photo ID with you for the notarization. If you do not have access to a notary or court clerk, you can fill out and attach **Self-Certification (No Notary Available)** [TF-835](https://ak-courts.info/tf835), [ak-courts.info/tf835](https://ak-courts.info/tf835).

#### 4. How do I fill out the *Information Sheet*?

The other side should have already **completed** this form and given you a copy. If the form was filled out correctly, check the box at the top of the form that states the information was already provided and is correct.

If any of the information is wrong or **not complete**:

- Fill in all of the information requested in # 1, 2 and 3.
- Provide complete information for yourself and your spouse if you know it.
- Sign your name and date.

#### 5. What do I do with the completed forms?

**File your documents.** File all of your completed forms with the court where the Complaint was filed. You must use the court's electronic filing platform, TrueFiling, unless you are exempt. You are exempt if one of these applies:

- You are in a jail or correctional facility.
- You have a disability under the Americans with Disabilities Act (ADA).
- You do not have safe access to a computer, internet, or email.
- You cannot access the help you need to use TrueFiling.
- You have a language barrier or are Limited English Proficient.

You do not need to prove you are exempt. If you are exempt **and** you choose not to use TrueFiling, check and sign the text box at the end of your Answer form.

**Serve your documents.** You must give a copy of this form (and everything attached to it) to every party in the case. This is called "service."

Use TrueFiling to serve the other party if:

- Both you and the other party are using TrueFiling.
- You are using TrueFiling and the other party gave their email address to the court.

Fill out the Certificate of Service at the end of your Answer form if:

- The other party is not using TrueFiling and did not give their email address to the court.
- You are exempt from using TrueFiling.

#### 6. What happens next?

The court will set a hearing to schedule the trial date after the you file your answer. Usually, the purposes of the hearings are to discuss the trial date and trial deadlines, determine if the parties want a formal or informal trial, and learn if the parties want to try mediation.

Learn about the difference between formal and informal trials in **Domestic Relations Trials – Understanding the Two Options**, [PUB-45](#), [ak-courts.info/pub45](http://ak-courts.info/pub45).

#### 7. Are there other resources?

- The Family Law Self-Help Center has legal information for people without lawyers. Call (907) 264-0851 or (866) 279-0851. Staff can also answer questions about using the court's TrueFiling electronic filing system.

- Visit the court's family law self-help page: [ak-courts.info/selfhelp](http://ak-courts.info/selfhelp)
- Learn about representing yourself at: [ak-courts.info/findlawyer](http://ak-courts.info/findlawyer)
- Learn about the court's TrueFiling system at: [ak-courts.info/dr305howto](http://ak-courts.info/dr305howto).
- The Zoom Family Law Education Class explains the court process for people who do not have lawyers. Learn about the class at: [ak-courts.info/flecinfo](http://ak-courts.info/flecinfo).
- The Zoom Hearing and Trial Preparation class helps people without lawyers prepare for a hearing or trial. Learn about the class at: [ak-courts.info/HTP](http://ak-courts.info/HTP)
- The court offers parents free mediation to help you draft a parenting plan agreement. To request this, use *Request for Court-Sponsored Parenting Plan Dispute Resolution*, [MED-405](http://ak-courts.info/med405), [ak-courts.info/med405](http://ak-courts.info/med405).
- If you are having difficulty co-parenting, you can participate in the court's co-parenting coaching program. Learn about the program at: [ak-courts.info/cpp](http://ak-courts.info/cpp). The class costs \$43. You complete a 6-unit online class and receive 3 free coaching sessions with a Parenting Plan Facilitator. Both parents can ask to attend by filing *Joint Request for Court's Co-Parenting Program*, [MED-460](http://ak-courts.info/med460), [ak-courts.info/med460](http://ak-courts.info/med460). One parent can ask to attend by filing *Request for Court's Co-Parenting Program*, [MED-461](http://ak-courts.info/med461), [ak-courts.info/med461](http://ak-courts.info/med461).